

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

Agency Promotional Job Opportunity (Class Code –83620) **SECURITY GUARD 3 – Armed (Camp Murray)**

RECRUITMENT #: DR-06-006-OC
OPENS: February 24, 2006
CLOSES: March 10, 2006
LOCATION: Camp Murray, Tacoma (Lakewood) WA
SALARY: \$2217-2799 (Range 35)
\$2429-3079 (Range 39) Assignment Pay

There are currently two Security Guard 3 openings with the Washington Military Department at Camp Murray. This register will be used to fill vacancies as they occur in Tacoma (27.7).

POSITION OBJECTIVE

Under the direct supervision of the Security Manager (WMS Band 2), supervises the operations of the Camp Murray Physical Security Section. Coordinates, directs and controls services to ensure that safety and security of Department property and personnel. Supports Army National Guard, Air National Guard, and Emergency Management Divisions with additional security requirements associated with emergency / disaster responses and related drills, exercises and training. Assists with security patrols, gate access and other required security duties. May be required to conduct training in first aid, CPR, report writing, defensive tactics and firearms.

ASSIGNMENT PAY

Employees that are qualified and required to carry a firearm while on duty are eligible to receive basic salary plus four ranges.

WHO MAY APPLY

This position is open to all permanent state employees of the Washington Military Department.

REQUIRED EDUCATION AND EXPERIENCE

High School graduation or GED and three years of experience in areas of work such as: security guard, correctional officer, store investigation, police officer, police reserve officer, military police, or other law enforcement work.

A certificate of successful completion of a basic law enforcement training program approved by the Washington Criminal Justice Training Commission; or, a certificate of completion in a police or reserve police academy or military training program will substitute for one year of the three years of required experience.

A valid Washington State drivers' license.

DESIRED QUALIFICATIONS

Experience:

Supervisory or lead experience in areas such as: security guard / officer operations, correctional officer operations, police officer operations, reserve police officer operations, military police operations' other law enforcement operations State or Federal.

Skills / Abilities to:

- Effectively direct, coordinate, schedule and evaluate the work of a Camp Murray or Yakima Training Center security unit supporting a 24/7 work schedule to ensure the security of Military Department property and personnel. This includes effectively interacting with other security supervisors and units.
- Assist in the development, implementation, and monitoring of security policies.
- Use word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print, and save documents. Use standard functions to select, edit, copy, paste, format, and spell check text. Create bulleted and numbered lists, indent and align paragraphs, and use bordering and shading features.
- To communicate with the public, other employees, and converse by radio and telephone as necessary to ensure quick response to security related situations.
- Understand and follow applicable laws, regulations, and other standards to establish and / or maintain a safe work environment.
- Handle highly stressful or adverse situations, make good decisions, work calmly and accurately, and help calm others.
- Use of senses and reasoning to gather information and make independent determinations regarding ongoing security issues. This also involves the ability to think and respond appropriately when quick / decisive action is required in emergency / stressful situations.
- Read, understand, communicate and abide by applicable department policies / procedures, state / federal laws, ordinances, rules and regulations associated with assigned security duties.
- Ability to gather information, develop accurate written incident / investigative reports and follow up on security incidents. This includes the ability to interview, obtain and accurately document statements from victims, witnesses, suspects, and / or confidential informers.

CERTIFICATIONS:

- Basic First Aid
- CPR

CONDITIONS OF EMPLOYMENT

Are you willing and able to meet all of these employment conditions?

If you cannot answer "yes" to all of these items, please do not apply because you do not meet the eligibility requirements for this position. Applicants are required to sign a Conditions of Employment form.

- Must be legally able to acquire and possess a firearm and ammunition, as well as willing to carry and use the firearm in a safe and appropriate manner.
- Must successfully complete prescribed firearms qualifications training within the 6-month probationary or trial service period.
- Must be able to successfully complete mandatory follow-up training and annual weapons qualification requirements.
- Must possess a valid driver's license.
- Willing to wear uniforms provided by the Department.
- Willing to obtain / maintain a current American Red Cross Standard First Aid Certificate or equivalent.
- Willing to work nights, weekends, holidays, overtime and on a callback basis.
- Willing not to use or be in possession of illegal narcotics or controlled substances while on or off duty.
- Willing to be free from excessive alcohol consumption.
- Willing to work in or around Military facilities and programs.
- Willing and able to remain in travel status that averages approximately ten percent of the time. This includes statewide and nationwide travel.
- A personal history and background investigation, including a polygraph exam and psychological testing, is required due to the nature and security requirements of these jobs. Applicants will be required to sign releases of information and shall not have access to any investigative materials and files. The complete processing of a background check can take six months post employment. Failure to successfully pass the background check may be cause for termination.
- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Public Employees Association, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.

SELF ASSESSMENT

All applicants must certify that they meet the standards in this self-assessment of eligibility prior to completing their application packet. Inability to meet the standards below will disqualify you from consideration for an armed security guard position. If, however, you believe that you can provide an explanation that justifies a special review of your circumstances, you must attach a letter to this Self Assessment requesting waiver of the Washington Military Department's standards. You will be asked to verify your responses through a polygraph examination. UNTRUTHFUL RESPONSES WILL RESULT IN YOUR DISQUALIFICATION.

- Drug possession beyond the standards listed below. "Possession" is defined as control, touching, holding, selling or trafficking (transportation for sale) any illegal (non-prescribed) drug.
- No possession of marijuana/hashish within the last three years. No possession of other illegal drugs within 10 years.
- No possession of marijuana / hashish over 15 times, regardless of time frame. No possession in the last three years.
- No combined possession of non-prescribed stimulants (amphetamine / methamphetamine) over three times. Stimulants include speed, retalin, crank, crystal, ice, etc. No possession in last 10 years.
- No injection of amphetamines, methamphetamines, cocaine, heroin, barbiturates, valium, or clandestine crank.
- No combined possession of hallucinogenic drugs (LSD, PCP, hallucinogenic mushrooms, etc.) over three times. No possession within last 10 years.
- No possession of non-prescribed opiates / narcotics (heroin, morphine, etc).
- No possession of cocaine over three times. No possession within the last 10 years.
- No selling, offering to sell, or transporting for sale of any illegal drugs / narcotics, regardless of time frame.
- No possession of non-prescribed drugs while employed or after having been employed in a commissioned capacity by a law enforcement agency, regardless of time frame (including a military position with law enforcement powers).
- No possession of anabolic steroids within the last three years.
- No felony convictions (convictions under the age of 18 may be considered on a case-by-case basis).
- No misdemeanor convictions involving theft, crimes of violence, larceny, moral turpitude, sex offenses, or controlled substances (convictions under the age of 21 may be considered on a case-by-case basis).
- No domestic violence convictions.
- No DUI, reckless driving, or hit-and-run convictions within the last three years.
- I certify that I have read and meet the standards outlined in this self-assessment.

Name (print)

Signature

Date

APPLICATION PROCESS

Individuals interested in applying for this position should submit a Washington State Application form to:

Jennifer Swidler, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Jennifer.Swidler@mil.wa.gov
Voice/Message (253) 512-7942
Fax (253) 512-7808

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.